



**City Of St Charles
Two East Main Street
St. Charles Illinois 60174**

Commercial or Industrial – Alteration, Addition or Repair Building Permit Guide
All submitted plans must be no greater than paper size 24 x 36

Department: Building Zoning Phone: (630) 377-4406 Fax: (630) 443-4638

1. A building permit is required prior to any alteration, remodel, or addition.
2. An application is to be filled out and submitted to the Building and Zoning Division. The contractors names and addresses, phone numbers and if required their license numbers are to be filled out when submitting the application.
3. A permit for interior alteration or remodel will have a filing fee of **\$320.00** required at the time of submittal of plans and application. This fee is payable to the City of St. Charles. A permit for an addition will have a filing fee of **\$320.00** required at the time of submittal of plans and application. This fee is payable to the city of St. Charles.
Any additional fees for this permit will be paid at the time the permit is approved and obtained.
 - **For an alteration the submittal fee is \$320.00**
 - Additional fees for your permit to be paid at the time the permit are approved and ready to be obtained.
 - Alteration is based upon estimated cost:
\$4,001 to \$24,000 at \$5.85 each/1,000
\$24,001 on at \$2.65 each 1,000
 - **For an addition the submittal fee is \$320.00**
 - Additional fees for your permit to be paid at the time the permit are approved and ready to be obtained.
 - Additions:
\$.37 per square foot up to 10,000 square feet
From 10,001 square feet and above, \$.012 per square foot
 - **Additional fees for utility connections, if required, such as electric, water, sewer connections or water meters are to be paid at the time permit is approved.**
4. **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;
 - \$60.00 per Building Department re-inspection for all types of inspections during construction (excluding finals)
 - \$75.00 per Fire Department re-inspection for all types of inspections during construction (excluding finals)
 - \$160.00 per re-inspection for all industrial, commercial, business and other non-residential final inspections.

5. **Temporary certificate of occupancies.** \$160.00 is due prior to issuance of a temporary certificate of occupancy for industrial, commercial, business, or other non-residential buildings.
4. If the permit is for an **interior alteration or remodel** three (3) sets of drawing, sealed by an Illinois registered architect, showing the construction or remodeling details is to be submitted with the application.
5. If the permit is for an **addition**, six (6) sets of the drawings, sealed by an Illinois registered architect, showing the construction details and six (6) copies plat of survey showing the locations of the addition and the measurements to all of the lot lines is to be submitted with the drawings and application.
6. For an addition four (4) copies of a topographical survey are to be submitted no less than five (5) working days prior to the final inspection. The Engineering office will review these; if there is any questions, contact the Engineering Office at 630/377-4486.
- . If applicable the St. Charles Municipal Electric Utility Application for electrical service is to be completed and submitted with the drawings and application if the electric service is to be changed.
In addition, any electrical work pertaining to the electric service the Electric Service Application must be accompanied by four (4) sets of drawings showing the complete electric service including a one-line service diagram, electric panel schedules and site location of utility transformer, sealed by a professional engineer or qualified architect are to be submitted with the original application. Fax copies are not acceptable.
St. Charles Municipal Electric Utility Application must be original; no fax copies are acceptable.
8. The Building Zoning Division and the Fire Prevention Bureau will conduct the review for interior alterations, remodel, or repair. Questions for the Building Zoning review should be addressed to our office at 630/377-4406. Questions for the Fire Prevention review should be addressed to their office at 630/377-4457.

The Building Zoning Division; Fire Prevention Bureau; Engineering and Electric Department will conduct the review for an addition. Questions for the Building Zoning review should be addressed to our office at 630/377-4406. Questions for Fire Prevention review should be addressed to their office at 630/377-4457. Questions for the Engineering Department review should be addressed to their office at 630/377-4486. Questions for the Electric Department review should be addressed to their office at 630/377-4407.
9. It is the owner/contractors responsibility to arrange to have all underground utilities located. Attached for your information is a form giving you the companies and their telephone numbers for underground locations.
10. It is the responsibility of the owner/contractor to schedule with the Building and Zoning Division the required inspections. The required inspections are indicated on the Plan Review for which is attached to your permit and to the Field Copy set of drawings. When calling to schedule an inspection, please have the **address and the permit number**. Inspections shall be called a minimum of 24 hours before they become due.

11. The following building/fire codes which are to be complied with: St. Charles Municipal Code; 2003 Int'l Building Code, with revisions; 2003 Int'l Mechanical Code with revisions; 2002 National Electrical Code with revisions; 1998 Illinois State Plumbing Code, with revisions; 2003 Int'l Fuel Gas Code, Illinois Accessibility Code, A.D.A., St. Charles Security Code, and the Fire Prevention Codes.

Web Site www.stcharlesil.gov

J.U.L.I.E.
Joint Utility Location Information for Excavators
1-800-892-0123

Dig Number: _____ Date _____
Notified: _____

Please Note: J.U.L.I.E. requires 48 hour notice before digging

One phone call to J.U.L.I.E. will notify all of the following public utilities. These service utilities need to be located and marked by utility representatives prior to starting any excavation, grading, or other work that is below the ground surface. You will receive a Dig Number, which you should record above along with the date of notification.

Utility	Color Code Marker
Electric Utilities	Red
Comcast	Orange
Northern Illinois Gas (NICOR)	Yellow
Sewer Utilities	Green
Telephone Utilities	Orange
Water Utilities	Blue

BUILDING & ZONING DIVISION
(630) 377-4406 OR (630) 377-4410

Robert J. Vann
Building Commissioner

Jerry Essem, Tom Medernach,,
Building Inspectors

Steve Herra
Plumbing Inspector

DATE:

TO:

FROM: St. Charles Building Zoning Department

NOTICE: The St. Charles Building Zoning Department has reviewed the plans, which were submitted:

BY: same

FOR:

LOCATION:

BUILDING INSPECTIONS REQUIRED				REQUIRED CODES	
()	Footing	(x)	Rough plumbing	(x)	St. Charles Municipal Code
()	Foundation/backfill	()	Underground plbg	(x)	2003 Int'l Building Code w/revisions
()	Sewer	()	Floor/Slabs	(x)	2003 Int'l Mechanical Code w/revisions
()	Water	(x)	Insulation	(x)	2002 Nat'l Electrical Code w/revisions
()	Storm piping	(x)	Mechanical/HVAC	(x)	1998 IL State Plbg Code w/revisions
(x)	Electric (*)	(x)	Final	()	2003 Int'l Fuel Gas Code w/revisions
(x)	Frame (*)	()	Other _____	(x)	Fire Prevention Codes
(x)	Ceiling grid			(x)	IL Accessibility Codes
				(x)	NFPA Life Safety Code 101

- * Frame and/or electric inspections will only be scheduled after all required plans have been submitted to the Fire Marshall for review.
- **Re-inspection fees:** If any of the above-indicated inspections (with the exception of a final) require a re-inspection be conducted, a fee of **\$60.00** for each re-inspection will be invoiced to the builder and/or owner. If the inspection is a final and requires a re-inspection, a fee of **\$160.00** for each final re-inspection is to be paid at the Building and Zoning Office prior to the Final Occupancy being issued. To obtain a Temporary Certificate of Occupancy a fee of **\$160.00** is required.

Fire Prevention Inspections Required

(x)	Full flow flush	(x)	Smoke evacuation test
(x)	Underground fire supply pressure test	(x)	Emergency generator testing
(x)	Above ground sprinkler test (s)	(x)	Fire alarm test
(x)	Kitchen fire suppression system	(x)	Final Occupancy Inspection

Engineering Inspection Required

(x)	Public water main	(x)	Roadway repair/ construction
(x)	Public sanitary sewer (air, mandrel, TV)	(x)	Grading – only after as-built received
(x)	Sidewalk, driveway and parkway		

The Building Zoning Division has noted the following items that are from the Code requirements for the City of St. Charles. (**NOTE:** No facility shall be occupied or used until a final inspection has been made and a certificate of occupancy has been issued.)

1. Compliance with above indicated codes, ordinances, and inspections required.
2. The plan review and stamped “FIELD COPY” of the plans are to be on the job site.
3. A minimum of 24-hour notice is required when scheduling any inspections.
4. Two (2) copies of a topographical survey of the construction site subsequent to final grading and landscaping shall be prepared and certified by a professional land surveyor or a registered professional engineer which demonstrates compliance with approved plans, and that adequate provisions for drainage have been constructed. This topographical survey shall depict the location of the structure and the grade elevations designed for the site. The “as-built” elevation contours shall be at one (1) foot increments minimum and shall provide sufficient detail to adequately determine the proper final grading of a parcel as determined by the City Engineer or his designee. Additionally, a registered professional engineer shall certify the final grading of the site is in substantial compliance with the approved grading plan.

These topographical surveys are to be submitted not less than five (5) working days prior to final inspection. They are to be submitted to the Building and Zoning Department, who will forward them to Engineering for their review. If there are any questions, please contact the Engineering Office at 630/377-4486.

5. It is the responsibility of the general contractor to provide all sub-contractors with copies of all review comments and the required inspections which are needed.
6. Location of the electric service and transformer to be approved by the city Electric Department (630/377-4407).
7. Electric water cooler shall comply with ANSI Section 4.15 and the 1998 Illinois State Plumbing Code.
8. Each building/tenant space shall have one (1) main means of disconnecting the electrical service conductors from the building/tenant space.
9. Main disconnect to be installed inside building.
10. Utility Conduit to be no less than five (5") inches per City's specification.
11. One (1)-line riser diagram of electric service to be posted by main switchgear inside building.
12. Conductors entering the transformer shall be below the manufacturers mark line on the inside front panel of transformer. If the manufacturers mark has been removed, the conductors are to be below coils of transformer.
13. Provide a 15 or 20 amp G.F.I. receptacle outlet in an accessible location on the roof for serving the HVAC roof top units. The receptacles shall be on the same roof level and within 25 feet of the units. The receptacle outlets shall not be connected to the load side of the equipment disconnecting means.
14. Underground DWV system shall be no less than four (4") inch cast iron and shall be tested with no less than a ten (10') foot head of water.
15. Above ground DWV system shall be no less than schedule 40 PVC plastic and shall be tested to top of stack or point of the connection into existing stack. Cell-core PVC is not approved.

16. Underground domestic water distribution system inside the building shall be no less than type **K copper**, above ground no less than L copper and shall be tested at no less than 100 PSI. Water used for testing shall be from potable source.
17. Potable water piping system shall be disinfected in accordance to Section 890.1180 of the Illinois State Plumbing Code, 1998 Edition.
18. Provide a by pass with locking valve around all water meters larger than one (1") inch. By pass to be same size as domestic water service, but in no case less than one (1") inch.
19. A reduced pressure backflow preventer (RP-BFP) listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 1998 Edition shall be installed between the potable water supply and the fire sprinkler system. (RP-BFP) to be installed inside building as close to the entrance of the potable water supply as possible and shall be placed so that it is readily accessible for inspection, testing, maintenance and/or replacement. A floor drain sized to accommodate any discharge from the (RP-BFP). shall be installed as close as possible to the (RP-BFP). The drain line from the reduced pressure backflow preventer shall waste into the sanitary drainage system through an air gap.
20. Any lawn sprinkler system connected to the municipal water supply shall be equipped with a RP-BFP listed and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A39 of the Illinois State Plumbing Code 1998 Edition installed on the service side of the water meter serving the lawn sprinkler system.
21. A RP-BFP listed by and bearing a label or seal of a nationally recognized testing laboratory as listed in Section 890 Appendix A Table A 39 of the Illinois State Plumbing Code 1998 Edition shall be installed in the potable water supply inside the building as close to the entrance of the potable water service as possible and shall be placed so that it is readily accessible for inspection, testing and maintenance and/or replacement.
22. All reduced pressure backflow preventers (RP-BFP) shall waste to a floor drain sized to accommodate any discharge from the RP-BFP. The drain line shall waste into the sanitary drainage system through an air gap.
23. Plumbing fixtures shall comply with Section 890 Appendix A Table A "Approved Materials and Standards for Plumbing Fixtures and Fixture Fittings."
24. Plumbing fixtures shall comply with Section 890.610 General Requirements - Material and Design."
25. Domestic water supply to boilers to be equipped with a backflow preventer conforming to A.S.S.E. No. 1012 Standards.
26. An occupancy certificate shall not be issued until all items listed on the Building Department, Fire Department, Community Development, and Engineering Department plan review sheets have been addressed and approved by the various departments involved.

Engineering Department



Memo

Date: November 16, 1999
To: St. Charles Developers and Builders
From: Engineering Department
(630) 377-4486 Fax: (630) 584-6520
Re: As-Built Grading Surveys and Occupancy Permits

This memorandum is being sent to all current developers and homebuilders within the City of St. Charles. The intention of this correspondence is to clarify any misconceptions with the scheduling of lot as-built lot grading inspections and issuance of occupancy permits.

The developer or builder shall schedule a final inspection with the Building and Zoning Department. This schedule will then be forwarded internally to the Engineering Department. Unlike most inspections, these inspections must be scheduled 5 working days in advance.

At the time of scheduling the inspection, the developer or builder must submit an as-built grading survey. This survey shall contain all information on the attached checklist. **The Engineering Office will not perform Lot grading inspections without the receipt of an as-built grading survey five days prior to the scheduled inspection.** The as-built grading survey shall be submitted to the Building and Zoning Department, which will then be forwarded to the Engineering Department. If an as-built grading plan has not been submitted, the lot will fail final engineering inspection and the Certificate of Occupancy will be withheld.

After the grading inspection has been completed, the developer will receive a verbal approval, or a written notice of non-conformance from the Engineering Department. This notice will detail items to be corrected prior to approval. This notice will be sent to the developer or builder within a maximum of 48 hours after the inspection has been completed. A verbal notice will be provided if this cannot be accomplished within the time constraints.

The Engineering Department will issue conditional or temporary approval only if the following conditions are met.

Only minor issues, as determined by the Engineering Department, remain unresolved (i.e., small areas of ponding water, debris or material left on site)

- The developer shall provide the City of St. Charles Engineering Department with a \$3,000 performance bond or check as a financial guarantee for the completion of the outstanding items. The developer will then receive 30 days to complete the improvements. The Engineering Department may extend this time period due to inclement weather. Temporary Engineering approval during winter months shall expire May 1.

- 1 If a check is used, it shall be made payable to the City of St. Charles and have the subdivision Name, lot number and street address written on the check. Corporate or Cashier's checks are acceptable. The check shall be dated with the same date of temporary approval. This check will not be cashed unless the developer or homebuilder fails to correct all items prior to the expiration of temporary Engineering approval.
2. A Performance Bond shall name the City of St. Charles as beneficiary. It shall also include the subdivision name, lot number and street address. The bond shall not expire unless directed by the City of St. Charles.
3. **The Engineering Department, prior to the issuance of temporary approval or occupancy permit, must receive the financial guarantee.** (Faxes will be acceptable for performance bonds only. Faxes will suffice for a temporary measure, until originals are received via mail.)

The Engineering Department will monitor the submission, release and execution of all financial guarantees relative to lot grading. Financial guarantees will be filed by street address and include a copy of all inspection reports to date, along with a notification temporary Engineering Approval.

After the outstanding items have been corrected the developer or homebuilder shall reschedule an inspection with the Engineering Department (630) 377-4486. This must be done a minimum of 24 hours in advance. The builder or developer will be notified of the inspection results.

Pass: If the outstanding items have been corrected, to the satisfaction of the Engineer, the Engineering Department will return the financial guarantee with a letter noting Engineering Department Approval.

Fail: A written or verbal notice will be supplied to the homebuilder or developer detailing all remaining deficiencies.

In the event that the improvements are not completed prior to the expiration of the temporary approval, the City of St. Charles will cash the bond or check and use these funds to complete the improvements. The builder or developer will receive the remainder of the financial guarantee with an itemized invoice of work completed within 60 days of the execution of the financial guarantee. A 20% administrative fee will be added to the invoice and made payable to the City of St. Charles.

Please contact the City of St. Charles Engineering Department with any questions or concerns at (630) 377-4486.

POLICY SUMMARY

RE: RESIDENTIAL AS-BUILT GRADING PLANS

The intent of the as-built grading requirement set for in the ordinance is to obtain a record document of a residential site plan as a comparison to the approved design and for future reference. The following information shall be included to provide the desired information concerning grading, drainage, and utilities.

- 1 Lot lines with dimensions drawn to scale no smaller than 1"=50'.
2. Approved vs. constructed foundation and garage elevations
(Highlight lowest structure opening)
3. Spot elevations at all property corners, mid-points, break-points, and building corners.
4. One-foot contours throughout the property (depict landscape berms or swales)
5. Rim and invert elevations at utility structures including drainage swales.
6. Top-of-curb and centerline pavement elevations along property frontage.
7. Calculated maximum driveway slopes.
8. Clearly defined site benchmark.
9. Topographic features including structures and permanent water surface levels.
10. Depict drainage patterns and emergency overflow routes with arrows.
11. Signature and seal of an Illinois registered land surveyor.

This document must be reviewed and approved along with a satisfactory site inspection prior to final occupancy approval.

City of St. Charles
Municipal Electric Office
Two East Main Street – St. Charles IL 60174
630/377-4407



Electric Service Application – New Service/Upgrade
(Each individual service will require a complete and separate application)

Name: _____ Phone: _____
Original Signature: _____ Fax: _____
Contact Name: _____ Phone: _____
Application Date: _____ Requested Service Date: _____

Existing Building	Other	New Building	
<input type="checkbox"/> Residential	<input type="checkbox"/> Temp Connection	<input type="checkbox"/> Residential: Single family	<input type="checkbox"/> Single Phase 120/240
<input type="checkbox"/> Commercial	<input type="checkbox"/> Street Lights	<input type="checkbox"/> Residential: Multi Family	<input type="checkbox"/> Three Phase
<input type="checkbox"/> Industrial	<input type="checkbox"/> Traffic Signals	<input type="checkbox"/> estimated # of units _____	<input type="checkbox"/> 120/208
<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> New Service	<input type="checkbox"/> Commercial	<input type="checkbox"/> 277/480
<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Relocate	<input type="checkbox"/> Commercial: Multi Family	<input type="checkbox"/> Other
<input type="checkbox"/> Convert OH to UG	<input type="checkbox"/> Antenna Site	<input type="checkbox"/> estimated # of units _____	
	<input type="checkbox"/> Signage Lights	<input type="checkbox"/> Industrial	
		<input type="checkbox"/> Other	

Service Panel: _____
Present Rating (amps) _____ Proposed rating (amps) _____ Proposed Connected KW: _____
Present Peak KW (Demand) _____ Estimated Peak KW (Demand) _____

SERVICE ADDRESS

(A complete and accurate service address is required before service may be installed)

Street Address: _____
Subdivision: _____ Lot # _____ Real Estate Permanent Tax # _____
Legal Description (attach sheet if necessary): _____
Record Titleholder of property: _____
If property is held in trust, identify beneficial owner (s): _____
Address: _____

CUSTOMER BILLING INFORMATION

(This information will be used for utility billing purposes)

Name: _____
Street Address: _____
City/State/Zip _____ Phone: _____
Authorized representative or agent: _____
Title: _____ Phone: _____

BUILDING DIVISION OFFICE USE

Application Accepted By: _____

Date Application Received: _____

Date Payment Received: _____

Method of Payment: _____

Building Permit No.: _____

ELECTRIC DEPARTMENT CHARGES

Charges Calculated by: _____

Date: _____

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	343-15	_____	_____
SOCC - VACANT	323-10	_____	_____
SECC: VACANT	323-11	_____	_____
SOCC:	323-12	_____	N/A
SECC:	323-13	_____	_____
Upgrade Charges:	323-14	_____	_____
Engineering:	341-11	_____	_____
Temp Connection:	343-18	_____	_____
Electric Improvement:	343-14	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	_____
Total Amount of Charges:		_____	_____



**CITY OF ST. CHARLES
TWO EAST MAIN STREET
ST. CHARLES, ILLINOIS 60174-1984**

DEPARTMENT: BUILDING & ZONING

PHONE: (630) 377-4406

FAX (630) 443-4638

APPLICATION FOR CONSTRUCTION FOR BUILDING PERMITS

APPLICATION DATE: _____ PERMIT ISSUED _____ NO.: _____

PLEASE PRINT ALL INFORMATION

**I, _____, do hereby apply for a permit for the following described
work located at _____ Lot _____ Unit _____**

NOTE: Is property located in the Historic Preservation District? Yes No
Please circle either yes or no

Subdivision _____, Type of construction _____

Description of proposed work: _____

Square feet in building _____ Estimated cost of construction _____

Use of building _____ No. & Size of electric meter _____ No. & Size of water meters _____

Remarks _____

Plans _____ Specifications _____ Plat of Survey _____

Owner of Property

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

General Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Electric Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Concrete Contractor

Name: _____

Address: _____

City: _____

State/Zip Code: _____

Phone: _____

Continued on reverse side

PLEASE PRINT ALL INFORMATION

Plumbing Contractors

Name: _____
Address: _____
City: _____
State/Zip Code: _____
Phone: _____
IL & Registration No.: _____

Roofing Contractors

Name: _____
Address: _____
City: _____
State/Zip Code: _____
Phone: _____
Illinois License No: _____
License Expiration Date: _____

Sewer & Water Contractor

Name: _____
Address: _____
City: _____
State/Zip Code: _____
Phone: _____

HVAC Contractor

Name: _____
Address: _____
City: _____
State/Zip Code: _____
Phone: _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ SIGNATURE: _____

Name of actual business(s) that will occupy this space _____

REPORT OF THE BUILDING OFFICIAL

Remarks: _____

Accepted: _____ Rejected: _____ Date: _____
Signed: _____

For Office Use

Received _____
Fee Paid \$ _____
Receipt # _____

Copies of application distributed to:

Electric: _____ Engineering: _____ Fire: _____
Meter: _____ PW: _____ Historic Preservation: _____